



Town of Prosper Parks and Recreation Pavilion Permit

To mail in application:

P.O Box 307
Attention:
Julie Owen-Shivers
409 E First Street
Prosper, Texas 75078

- Please fill out the application *completely*.
- A \$35.00 rental fee for resident, \$75.00 rental fee for non-resident and a \$100.00 deposit must accompany this application. Please include two (2) separate checks both payable to the **TOWN OF PROSPER**.
- The deposit will be refunded within three weeks of the reservation date provided there has been compliance with all park rules.
- This application does not guarantee your reservation. You will be contacted via email or telephone to receive a confirmation.
- **For questions call:** (972) 569-1066.

RESIDENT OF TOWN OF PROSPER: YES NO

EVENT OPEN TO PUBLIC: YES NO

NUMBER OF ATTENDEES: _____

ORGANIZATION: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

PLEASE CHECK THE TABLES
YOU WOULD LIKE TO
RESERVE

| | |
|-------------------------------------|-------------------------------------|
| TABLE <input type="checkbox"/> 1 | TABLE <input type="checkbox"/> 2 |
| TABLE <input type="checkbox"/> 3 | TABLE <input type="checkbox"/> 4 |

ST
1 CHOICE

DAY/DATE: _____

TIME: _____

TABLE: _____

ND
2 CHOICE

DAY/DATE: _____

TIME: _____

TABLE: _____

Town of Prosper Rental Policy and Procedures

Reservation Procedures:

- Reservations are accepted from seven days to six months in advance of desired rental date.
- Reservations will not be held and will only be confirmed once complete payment is received.
- The person making the reservation (Permit Holder) must be at least 18 years of age and must be on-site and provide supervision at all times.
- The rental agreement/receipt acts as the Permit authorizing use of the facility.
- **Cancellations must be made at least 14 days in advance to receive a full refund.**
- **Inclement Weather Policy** – Weather is unpredictable; therefore reservations are made at your own risk. No cancellations will be accepted prior to your event based on a predicted weather forecast. The Town of Prosper reserves the right to make the final decision on questionable weather.

Rules on Bounce Houses:

- BOUNCE HOUSE: YES NO (NOTE: Certificate of Insurance must be provided. Town of Prosper is to be listed as an additional insured on the Bounce House company's insurance provided to us).
- Bounce Houses: Sand bags are to be used to anchor. **(STAKES ARE PROHIBITED)**

General Park Rules:

- The Permit Holder assumes full responsibility for any damage to the facility and adjacent grounds.
- The consumption or possession of alcoholic beverages is prohibited.
- No exchange of money is allowed on Town property without prior written approval by the Parks and Recreation Manager or his/her designee.
- All motorized vehicles must be left in designated parking areas and are not allowed to be driven or parked on any grass areas or sidewalks at any time including event set-up.
- The Town of Prosper does not guarantee the park electrical outlets are functioning at any given moment; therefore it is the responsibility of the Permit Holder to have a backup plan for all electrical equipment.
- Amplified sound is prohibited. Please keep music at an acceptable (low) volume so this it will not infringe upon other park users or adjacent neighbors.
- The Permit Holder shall be responsible for the cleanup of the reserved premises and adjacent areas. All trash shall be disposed of in the proper receptacles.
- **Use of confetti eggs, piñatas, water balloons, dunking booths and water slides are prohibited.**
- Decorations or temporary fixtures may not be affixed to pavilions, picnic tables or grills with tape, nails, tacks, staples or any application that will cause irreversible damage.
- Personal grills are not allowed.
- The Town of Prosper is not responsible for any lost or stolen items.
- All other Town of Prosper Ordinances shall be enforced.
- Loss of future reservation privileges may apply for failure to comply with the above guidelines.

(PRINT NAME) (DATE)

(SIGNATURE) (DATE)

OFFICE USE ONLY:

PARKS APPROVAL: _____

DATE: _____

CASH, CHECK # _____

RECEIPT # _____

DEPOSIT CHK #: _____

RECEIPT # _____